

EMPL Technical Update 04.4

SYSTEM-TO-SYSTEM TRANSFERS - TRANSFERS FROM CU (GFB-GFE) AND CSU (GGB), AND TRANSFERS FROM THE AUDITORS OFFICE PILOTX CLASS

EMPL consists of several separate systems. These are the CLASSIFIED, NON-CLASSIFIED, and JUDICIAL systems. The former MERIT system has been inactivated within EMPL.

Each system has its own personnel rules and program edits. Therefore, it is necessary to use a special process to accommodate transfers between systems. This special process pertains to the use of the *501 (termination) and 310-action (system-to-system transfer) code combination*. When you see these two actions together you will be able to identify that there was a system-to-system transfer and that it is to be treated as continuous service. The initial-employment-date and adjusted-service-date will not change from what they were before the 310 action was entered. The subsequent 310-action form is applicable for all system-to-system transfers.

- 1) The first step in the system-to-system transfer process is to contact Central Payroll at (303) 866-3810 and notify them of the transfer. If the employee's benefits are transferable, Central Payroll will take care of making that change.
- 2) The receiving agency must e-mail a completed 310-action form to HR.SUPPORT@state.co.us or fax a completed 310-action form to (303) 866-2458 for data entry into EMPL. If you have trouble completing the form, please e-mail HR.SUPPORT@state.co.us for assistance.
- 3) HR Support will also enter the 501-action to terminate the employee from his or her former agency. The separation reason will be either 29 or 40 depending on the agencies involved in the transfer. Separation reason 29 is "Transfer to or from a CU or CSU campus." Separation reason 40 is "Transfer between Classified, Non-Classified, Judicial or Auditor's PILOTX class."
- 4) The requesting agency will be notified when the 310-action has been entered. The agency is then responsible for verifying the data that has been entered. The agency is also responsible for ensuring that the 701 Job Assignment and 801 Payment, Retirement, Miscellaneous screens contain accurate information.

January 2004

EMPL ACTION CODE 310 INPUT FORM

TRANSFERS INVOLVING CU OR CSU

TRANSFER IN FROM CU (GFB, GFC, GFD, GFE)

TRANSFER IN FROM CSU (GGB)

**IF AN EMPLOYEE IS TRANSFERRING TO CU OR CSU, ENTER A 501-ACTION WITH A SEPARATION REASON OF 29 AND THERE IS NO NEED FOR A 310.*

TRANSFER FROM SYSTEM TO SYSTEM:

TRANSFER FROM CLASSIFIED TO NON-CLASSIFIED

TRANSFER FROM CLASSIFIED TO JUDICIAL:

IF EMPLOYEE IS TRANSFERRING TO JUDICIAL, ENTER A 501 WITH A SEPARATION REASON OF 40 AND THERE IS NO NEED FOR A 310.

TRANSFER FROM NON-CLASSIFIED TO CLASSIFIED

TRANSFER FROM JUDICIAL TO CLASSIFIED

TRANSFER FROM AUDITORS PILOTX CLASS TO CLASSIFIED

TRANSFER FROM AUDITORS PILOTX CLASS TO NON-CLASSIFIED

AGENCY	REQUIRED	AGENCY EMPLOYEE TRANSFERRED FROM
ACTION CODE		310
ACTION NUMBER	OPTIONAL	
EFFECTIVE DATE	REQUIRED	
	YYYY-MM-DD	
EMPLOYEE SSN	REQUIRED	SSN SUFFIX
	123-45-6789	
CLASS	REQUIRED	
POSITION NUMBER	REQUIRED	
ORG ID	REQUIRED	
SALARY	REQUIRED (For classified employee it must be a monthly salary)	
EMPLOYEE STATUS	REQUIRED (For non-classified it is 0)	
INITIAL EMPLOYMENT DATE	REQUIRED	
	YYYY-MM-DD	
ADJUSTED SERVICE DATE	REQUIRED	
	YYYY-MM-DD	
RATING TYPE	REQUIRED (for Classified ONLY)	
RATING DUE DATE	REQUIRED (for Classified ONLY)	
	YYYY-MM	

FAX THIS FORM TO (303) 866-2458 OR EMAIL TO
HR.SUPPORT@STATE.CO.US